

Yard Duty and Supervision

PURPOSE

To ensure school staff understand their supervision and yard duty responsibilities.

SCOPE

This policy applies to all teaching and non-teaching staff at Pakenham Secondary College, including education support staff, casual relief teachers and visiting teachers.

POLICY

Appropriate supervision is an important strategy to monitor student behaviour and enables staff to identify and respond to possible risks at school as they arise. It also plays a vital role in helping schools to discharge their duty of care to students.

The Principal is responsible for ensuring that there is a well organised and responsive system to supervision and yard duty in place during school hours, before and after school, and on school excursions and camps and other school activities.

School staff are responsible for following reasonable and lawful instructions from the Principal, including instructions to provide supervision to students at specific dates, times and places. Supervision should be undertaken in a way that identifies and mitigates risks to child safety.

Before and after school

Pakenham Secondary College's grounds are supervised by school staff from 8.30am until 3.40pm. Outside of these hours, school staff will not be available to supervise students.

Students who may wish to attend school outside of these hours must report to their supervising teacher.

If a student arrives at school before supervision commences at the beginning of the day, the principal or nominee staff member will, as soon as possible, follow up with the parent/carer to:

- advise of the supervision arrangements before school

If a student is not collected before supervision finishes at the end of the day, the principal or nominee staff member will consider whether it is appropriate to:

- attempt to contact the parents/carers
- attempt to contact the emergency contacts
- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

Yard duty

All staff at Pakenham Secondary College are expected to assist with yard duty supervision and will be included in the timetable.

The Daily Organiser is responsible for preparing and communicating the yard duty roster on a regular basis. At Pakenham Secondary College, school staff (Teaching staff) will be designated a specific yard duty area to supervise.

YARD DUTY AREAS AND RESPONSIBILITIES – 2025

General Guidelines

- It is the responsibility of teachers to be on yard duty at the designated time.
 - Collect a vest, first aid bag and radio from the staff room before commencing yard duty.
 - Continually walk around your allocated area.
 - Patrol the toilets in the area at regular intervals.
 - Ensure that all doors to buildings are locked and students are out of the buildings.
 - Ensure that students are not loitering near or outside the school boundary.
 - When the warning bell rings, instruct students to move to their lockers to collect books for class.
- WET WEATHER arrangements require the Yard Duty teacher to supervise an indoor area and maintain visual contact with the original area (except Area 6) to ensure all students are following school rules.

Recess and Lunch Areas (each 35 minutes)

Area 1 (A Block)

- Check the Senior School Area. Only Year 11 & 12 students are allowed inside the building.
- Check the toilets are unlocked and check the toilets at regular intervals.
- Patrol the courtyard between B Block and the Senior School.

WET WEATHER INDOOR AREA Senior School.

Area 2 (B & C Block)

- Patrol the area between B Block and C Block (Woodwork rooms)
- Ensure toilets are unlocked and no students are in the buildings. Check the toilets at regular intervals.
- Supervise the locker bays.
- Patrol the area between C Block and D Block.

WET WEATHER INDOOR AREA B Block (B 12)

Area 3 (Canteen)

- Check the front of the canteen. Ensure students line up in an orderly manner and put their rubbish in the bin.
- Check the Gym toilets at regular intervals.
- Undertake regular sweeps of the Out of Bounds areas – behind gym, portables and next to the Log cabin and Kindergarten.
- Students are not permitted in the Gym without direct teacher supervision.

WET WEATHER INDOOR AREA NIL.

Area 4 (Hard Courts)

- Ensure that students are not in any of the Out of Bounds areas – Bus Loop and Kindergarten.
- Challenge any students either leaving the grounds or returning to the College.
- Keep students away from the car park and bus loop areas.
- The tennis courts are for active participation ball sports.

WET WEATHER INDOOR AREA Assist Library Staff.

Area 5 (D & P Block)

- Ensure all rooms in D Block are locked and access doors are closed and locked.
- Check all portables are locked.
- Regularly rotate throughout the area.

WET WEATHER INDOOR AREA D Block

Area 6 (Oval – Far Side)

- There are two teachers on the oval area. Keep in visual contact with each other to ensure good coverage.
- Sweep around the eastern end of the oval area. (toward McGregor Road)
- Students should remain on the school side of the walking path unless they are actively participating in the cricket nets.
- Students must not enter the car park.
- Ensure students are not leaving the school without permission.
- Only students participating in a sporting activity should be on the far side of the oval. (beyond the cricket pitch)

WET WEATHER INDOOR AREA D Block (D4).

Area 7 (Oval - Near Side)

- There are two teachers on the oval area. Keep in visual contact with each other to ensure good coverage.
- Patrol near the car park and area in front of the Senior School building.
- Teacher locks external doors to the Year 7 Centre at the beginning of lunch/recess.

- Supervise students in the area at the end of the Year 7 Centre.
- Keep students away from the entrance to the school and along the roadway leading into the school. Regularly check the area under the trees next to the roadway.
- Ensure that students are kept away from the Out Of Bounds area bordering the Princes Highway

WET WEATHER INDOOR AREA Year 7 Centre.

Area 8 (Gym - Inside)

- Supervise activities occurring inside the Gym. (e.g. Training sessions and other activities)
- If no activities are occurring, supervise outside of the Library area.

WET WEATHER INDOOR AREA Gym if activities occurring, if no assist Library Staff.

Before School (Bus Duty) (20 minutes)

- 8.30am to 8.50am
- Supervise the bus loop, bike shed and basketball court.
- Ensure that students put their bikes away as soon as they arrive and do not ride bikes around the school.
- Ensure that students leave for class by 8.45am.
- Two staff will be on duty before school.

Before School (Area 4) (20 minutes)

- 8.40am to 9.00 am
- Be based at the Bike Shed and keep visual contact with the Bus Loop.
- Ensure that students put their bikes away as soon as they arrive and do not ride bikes around the school.
- Ensure that students leave for class by 8.45am.
- Two staff will be on duty before school.

Locker Duty (15 minutes)

Areas: Yawa Sub School, Warreeny Sub School, Bunjil Sub School, Balam Balam Sub School

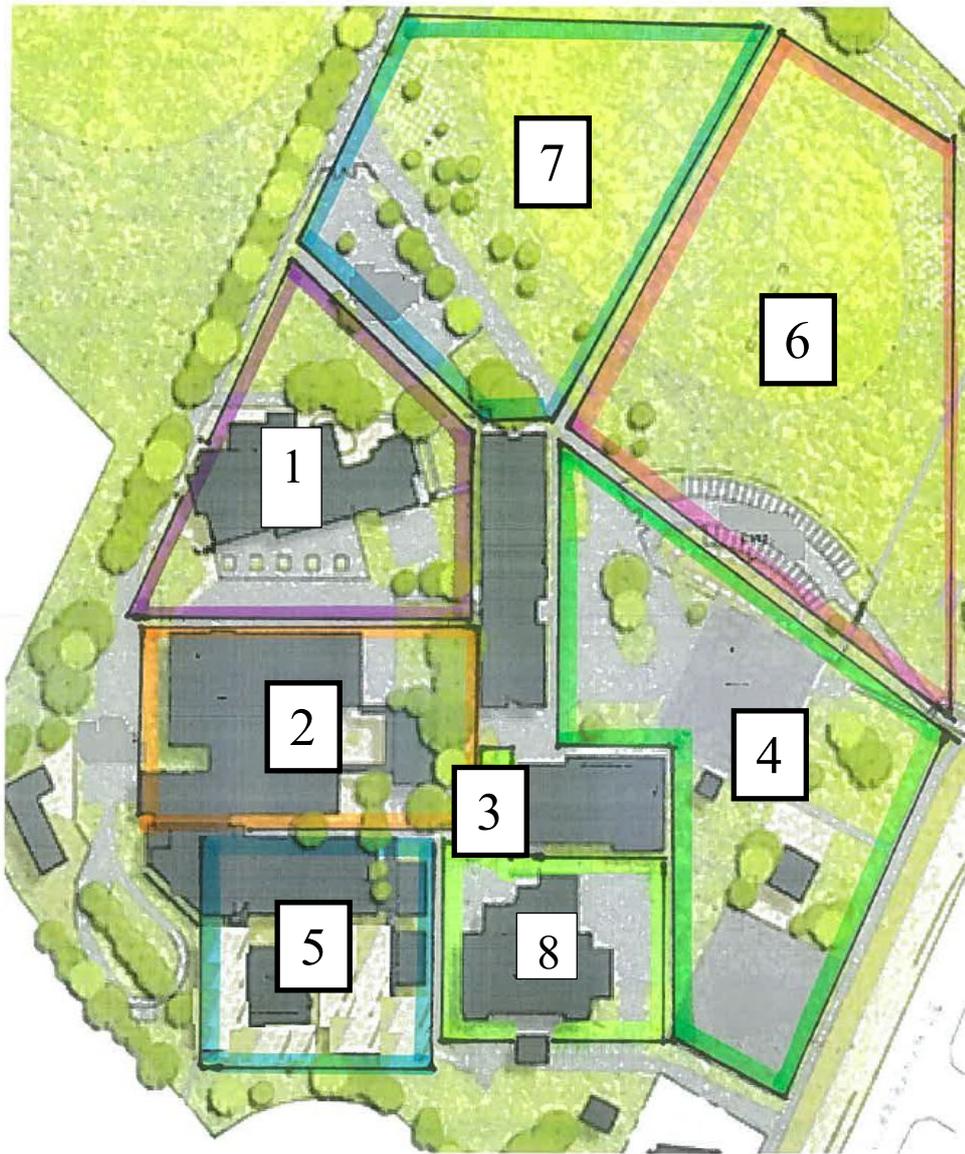
- 8.45 to 9.00am.
- Supervise students at their lockers and clear the locker areas at 8.55am.
- Issue Uniform Passes.

After School Bus duty (Long 40 minutes, short 25 minutes)

- There are two duty periods - long and short bus duty.
Short bus duty 3.15pm-3.40pm. Long bus duty 3.15pm-3.55pm. The last bus should arrive by 3.45pm.
- Collect rolls from the office and take to the Bus Loop – students will not be permitted to travel on the bus until their name is marked on the list.
- Bus lists must be returned to the Bus Coordinator at 3.40pm and 3.55pm.
- Teacher should direct students away from the school grounds if they are not waiting for a bus.

After School Duty (General Duty) (25 minutes)

- 3.15pm-3.40pm
- Teachers are to clear all corridors and assist the bus duty supervisors.



Yard Duty equipment:

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored by the individual teacher
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored at the end of the main staffroom
- be familiar with the yard duty information pack containing student health and safety information stored with the first aid bag at the end of the main staffroom.

Yard duty equipment MUST be returned after the period of supervision.

Yard duty responsibilities

Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving staff member.

During yard duty, supervising school staff must:

- methodically move around the designated zone ensuring active supervision of all students
- where safe to do so, approach any unknown visitor who is observed on school grounds without a clear legitimate purpose, and ensure they have a visitors pass and have signed in (excluding drop off and collection periods)
- be alert and vigilant
- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard
- enforce behavioural standards and implement appropriate consequences for breaches of safety rules, in accordance with any relevant disciplinary measures set out in the school's *Student Engagement and Wellbeing policy*
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate (Compass or Edusafe)

If the supervising staff member is unable to conduct yard duty at the designated time, they should contact the Daily Organiser with as much notice as possible prior to the relevant yard duty shift to ensure that alternative arrangements are made.

If the supervising staff member needs to leave yard duty during the allocated time, they should contact the Daily Organiser but should not leave the designated area until the relieving staff member has arrived in the designated area.

If a relieving or next staff member does not arrive for yard duty, the staff member currently on duty should send a message to the General Office via the Walkie Talkie and not leave the designated area until a replacement staff member has arrived.

Students will be encouraged to speak to the supervising yard duty staff member if they require assistance during recess or lunchtime.

Classroom

The classroom teacher is responsible for the supervision of all students in their care during class.

If a teacher needs to leave the classroom at any time during a lesson, he or she should first contact a Sub School Leader for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom to supervise the class prior to leaving.

School activities, camps and excursions

The Principal and leadership team are responsible for ensuring that students are appropriately supervised during all school activities, camps and excursions, including when external providers are engaged to conduct part or all of the activity. Appropriate supervision will be planned for school activities, camps and excursions on an individual basis, depending on the activities to be undertaken and the level of potential risk involved. And will follow the supervision requirements in the Department of Education and Training [Excursions Policy](#).

Digital devices and virtual classroom

Pakenham Secondary College follows the Department's <https://www2.education.vic.gov.au/pal/digital-technologies-responsible-use/policy> with respect to supervision of students using digital devices.

Pakenham Secondary College will also ensure appropriate supervision of students participating in remote and flexible learning environments while on school site. In these cases, students will be supervised by CRT's.

While parents are responsible for the appropriate supervision of students accessing virtual classrooms from home:

- student attendance will be monitored each period

- any wellbeing or safety concerns for the student will be managed in accordance with our usual processes – refer to our *Student Wellbeing and Engagement Policy* and our *Child Safety Responding and Reporting Obligations Policy and Procedures* for further information.

Students requiring additional supervision support

Sometimes students will require additional supervision, such as students with disability or other additional needs. In these cases, the Principal or delegate will ensure arrangements are made to roster additional staff as required. This may include on yard duty, in the classroom or during school activities.

Workplace learning programs

When students are participating in workplace learning programs, such as work experience, school-based apprenticeships and traineeships, and structured workplace learning, the safety and welfare of the student is paramount. Organising staff are required to follow all applicable Department of Education and Training policies and guidelines in relation to off-site learning, including policy and guidelines on the safety and wellbeing of students. Refer to:

- [Structure Workplace Learning](#)
- [School Based Apprenticeships and Traineeships](#)
- [Work Experience](#)
- [School Community Work](#)

Independent Study

Year 12 students only will have one study block of three sessions per week. This will be timetabled as a formal 'study period' where teacher supervision and support will be provided, and attendance will be recorded by the supervising teacher. Students will not be permitted to leave school grounds during this session.

Supervision of student in emergency operating environments

In emergency circumstances our school will follow our Emergency Management Plan, including with respect to supervision.

In the event of any mandatory period of remote or flexible learning our School will follow the operation guidance issued by the Department.

Communication

This policy will be communicated to our school community in the following ways:

- Included in staff induction processes
- Discussed at staff briefings, as required
- Included in our staff handbook
- Made available in a hard copy from school administration upon request
- Made available via the school website.

FURTHER INFORMATION AND RESOURCES

- the Department's Policy and Advisory Library (PAL):
- [Child Safe Standards](#)
- [Cybersafety and Responsible Use of Technologies](#)
- [Duty of Care](#)
- [Excursions](#)

- [School Based Apprenticeships and Traineeships](#)
- [School Community Work](#)
- [Structured Workplace Learning](#)
- [Supervision of Students](#)
- [Visitors in Schools](#)
- [Work Experience](#)

POLICY REVIEW AND APPROVAL

| | |
|----------------------------|--|
| Policy last reviewed | February 2025 |
| Approved by | Principal |
| Next scheduled review date | February 2027 (minimum 2 year review cycle) |

This policy will also be updated if significant changes are made to school grounds that require a revision of Pakenham Secondary College’s yard duty and supervision arrangements.